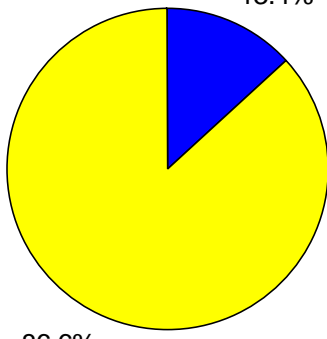


Circuit Court and Records

80-02-Judicial Support

Fund/Agency: 001/80	Circuit Court and Records	
Personnel Services	\$959,696	CAPS Percentage of Agency Total  86.6% 13.4% <div>■ Judicial Support ■ All Other Agency CAPS</div>
Operating Expenses	\$221,215	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$1,180,911	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$1,180,911	
Positions/SYE involved in the delivery of this CAPS	22/22	

► CAPS Summary

The Judicial staff provides administrative assistance to 15 Circuit Court Judges. In addition, the County is mandated to supply the court with a courthouse, supplies and personnel to assist the judges in their duties.

Each of the judges is assigned one law clerk. This has become necessary due to the increased workload of judges, the complexity of cases coming before the court and the judges' efforts to try cases in an expeditious manner. Legal issues tried in this court have become more complex with the location of major corporations in Fairfax County.

The Circuit Court and other local courts provide tours for Fairfax County students throughout the school year. Also, business law classes, private and parochial schools, undergraduate and law school students as well as home schooled students and scouting groups have made a tour of the courts and the jail each year.

Circuit Court and Records

► Method of Service Provision

Judicial Support is comprised of merit employees of Fairfax County and 16 exempt positions including 15 law clerks. All of the 15 Judges are State employees and are paid by the State. Historically, the Law Clerks usually remain with the court one year, with the exception of 2 or 3 who chose to stay an additional year. This is beneficial to the leadership within the Law Clerk program.

Each Law Clerk assists a particular Judge with a variety of duties including research, drafting opinions, reviewing orders for errors or non-compliance with statutory requirements and answering public inquiries. Secretaries assist the Judges in many areas including typing all written opinions, scheduling special hearings and supervising the main chambers area where attorney's come to speak with judges, request continuances, etc. This area is also the central area of processing and screening of phone calls for the 15 judges.

Coordination of the program that conducts tours of the court, the jail and observation of trials is associated with Judicial Support. A mock trial is simulated each Spring for elementary school students. This type of interaction with the school system is well received in the community and plays a vital role of educating the students about the judicial system.

► Performance/Workload Related Data

No data is available.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Rules of the Supreme Court and Judicial Council Guidelines
- Code of Virginia 17-23 Jurisdiction of Circuit Court
- Code of Virginia 15.1-19 Supplies and equipment to be furnished to clerks of court of records
- Code of Virginia 15.1-257 County or city governing body to provide courthouse, clerk's office, etc.